

Title VIII. ELECTIONS APPENDIX (Revised 9/8/04)

- NOTICE OF REGULAR ELECTION (Declaration of candidacy)
- NOTICE OF REGULAR ELECTION (Declaration of candidacy & nominating petition)
- DECLARATION OF CANDIDACY
- NOMINATING PETITION
- APPLICATION FOR ABSENTEE BALLOT
- ELECTION JUDGE OATH
- OATH AND AFFIDAVIT OF ELIGIBILITY
- RETURN ENVELOPE AFFIDAVIT OF ELIGIBILITY
- BALLOT - REGULAR ELECTION
- CERTIFICATE OF RETURNED ELECTION MATERIALS
- TALLY SHEET
- REPORT OF PRELIMINARY ELECTION RESULTS
- CERTIFICATE OF ELECTION
- CERTIFICATE OF ELECTION – BALLOT PROPOSITION
- AFFIDAVIT OF ELECTION CONTEST

NOTICE OF REGULAR ELECTION

(Declaration of Candidacy)

CITY OF _____

TO BE HELD: [Election Date], 20__

FOR THE PURPOSE OF FILLING ([insert number]) VACANT SEATS ON THE _____ CITY COUNCIL.

SEAT : [insert seat] [insert number]-YEAR TERM – Term expires in 200__

SEAT : [insert seat] [insert number]-YEAR TERM – Term expires in 200__

SEAT : [insert seat] [insert number]-YEAR TERM – Term expires in 200__

QUALIFICATIONS:

A person filing for election to a seat on the governing body must be:

- A. A United States citizen who is qualified to vote in state elections;
- B. A resident of the [specify city or borough] for thirty days immediately preceding the election for which declaring candidacy;
- C. Registered to vote in state elections;
- D. Not disqualified under Article V of the Constitution of the State of Alaska which provides that:
- E. No person may vote who has been convicted of a felony involving moral turpitude unless his civil rights have been restored or judicially determined to be of unsound mind unless reversed.

Filing for office.

A person who wishes to become a candidate for an elective office shall complete and file with the Municipal Clerk a declaration of candidacy. This shall be filed no sooner than 30 days and no later than 10 days before the election. Any candidate wishing to withdraw his/her candidacy may do so no later than the last day for filing a declaration of candidacy (10 days before the election) by filing a written notice of withdrawal with the Municipal Clerk.

Candidates for office must file a declaration of candidacy with the Municipal Clerk no later than 5:00 p.m. , _____, ____200__. Declaration of candidacy forms may be obtained from the Clerk at the municipal offices from __ a.m. to __ p.m. The last day to file declaration of candidacy is _____, ____ 200__.

POLLS WILL OPEN: _____ A.M., _____, ____, 200__

POLLS WILL CLOSE: _____ P.M., _____, ____, 200__

LOCATION OF POLLS: _____

Anyone wishing to vote by absentee ballot may do so by requesting an absentee ballot in person or by mail from the municipality. Absentee ballots may be requested no sooner than [insert date], 20__ nor later than [insert date], 20__.

NOTICE OF REGULAR ELECTION
(Declaration of Candidacy & Nominating Petition)

CITY OF _____

TO BE HELD: [Election Date], 20__

FOR THE PURPOSE OF FILLING [insert number] (__) VACANT SEATS ON THE _____ CITY COUNCIL.

SEAT : [insert seat] [insert number]-YEAR TERM – Term expires in 200__
SEAT : [insert seat] [insert number]-YEAR TERM – Term expires in 200__
SEAT : [insert seat] [insert number]-YEAR TERM – Term expires in 200__

QUALIFICATIONS:

A person filing for election to a seat on the governing body must be:

- F. A United States citizen who is qualified to vote in state elections;
- G. A resident of the [specify city or borough] for thirty days immediately preceding the election for which declaring candidacy;
- H. Registered to vote in state elections;
- I. Not disqualified under Article V of the Constitution of the State of Alaska which provides that:
- J. No person may vote who has been convicted of a felony involving moral turpitude unless his civil rights have been restored or judicially determined to be of unsound mind unless reversed.

Filing for office.

A person who wishes to become a candidate for an elective office shall complete and file with the city clerk a declaration of candidacy and nominating petition form signed by at least ____ voters registered to vote in the local election. This shall be filed no sooner than ____ days and no later than ____ days before the election.

Any candidate wishing to withdraw his candidacy may do so no later than the last day for filing a declaration of candidacy (10 days before the election) by filing a written notice of withdrawal with the city clerk.

Candidates for office must file a declaration of candidacy and nominating petition with the city clerk no later than 5:00 p.m. , _____, ____200__. Declaration of candidacy and nominating petition forms may be obtained from the city clerk at the city offices from __ a.m. to __ p.m. The last day to file declaration of candidacy is _____, ____ 200__.

POLLS WILL OPEN: _____ A.M., _____, ____, 200__
POLLS WILL CLOSE: _____ P.M., _____, ____, 200__
LOCATION OF POLLS: _____

Anyone wishing to vote by absentee ballot may do so by requesting an absentee ballot in person or by mail from the city clerk. Absentee ballots may be requested no sooner than [insert date], 20__ nor later than [insert date], 20__.

DECLARATION OF CANDIDACY

CITY OF _____

I, _____, declare that I am a United States citizen qualified to vote in State of Alaska elections and registered to vote therein and I have been or will have been by the date of the election for which I am filing this declaration a resident of the City of _____ for at least [_____] years [_____] months [_____] days. I am not disqualified as a voter under Article V of the Alaska Constitution, which provides in Section 2 that:

No person may vote who has been convicted of a felony involving moral turpitude unless his civil rights have been restored. No person may vote who has been judicially determined to be of unsound mind unless the disability has been removed.

I declare myself a candidate of the office of _____
for Seat _____ for a term of _____ years commencing _____ and ending
_____, and request that my name be printed upon the official ballot for the municipal election to be
held in the City of _____, Alaska on the _____ day of _____
20____.

Signature: _____

Witness: _____

NOMINATING PETITION

CITY OF _____

THE UNDERSIGNED, AS QUALIFIED VOTERS IN THE CITY OF _____, ALASKA, DO
HEREBY PETITION THE SUPERVISOR OF ELECTIONS TO PLACE THE NAME OF
_____ ON THE BALLOT FOR _____ ELECTION FOR THE OFFICE OF _____
FOR A TERM OF _____ YEARS.

WE UNDERSTAND THAT THE CANDIDATE, WHOSE ADDRESS IS _____ ALASKA, IS A
QUALIFIED VOTER RESIDENT OF _____ FOR [Insert residency requirement] PRECEDING THE DATE OF ELECTION AND
HAS AGREED TO SERVE IF ELECTED.

NAME

ADDRESS

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Received . _____
Date

ATTEST: _____
City Clerk

APPLICATION FOR ABSENTEE BALLOT

CITY OF _____, ALASKA

I, _____, A QUALIFIED VOTER AND RESIDENT OF THE CITY OF
_____, ALASKA DO HEREBY MAKE APPLICATION FOR AN ABSENTEE BALLOT FOR THE
_____ CITY ELECTION TO BE HELD _____, 20_____ .

RESIDENCE ADDRESS:
(P.O. BOX NUMBER OR STREET)

MAILING ADDRESS:
(IF OTHER THAN RESIDENCE ADDRESS)

REASON FOR REQUESTING ABSENTEE BALLOT

ADDRESS TO WHICH ABSENTEE BALLOT SHOULD BE MAILED:

DATE: _____

SIGNED: _____
(VOTER)

RECEIVED BY: _____ DATE: _____
(CITY OFFICIAL)

PLEASE MAIL THIS APPLICATION TO:

CITY CLERK
CITY OF _____
_____, ALASKA

[Zip Code]

ELECTION JUDGE OATH

I, _____ do solemnly swear that I will honestly, faithfully and promptly perform the duties of election judge to the best of my ability and that I am familiar with the city's election ordinances.

SIGNED: _____

ATTEST: _____

City Clerk

OATH AND AFFIDAVIT OF ELIGIBILITY

CITY OF _____, ALASKA

I, _____, DO HEREBY DECLARE THAT I AM A RESIDENT OF THE CITY
OF _____, ALASKA, AND MEET ALL OF THE MINIMUM REQUIREMENTS SET FORTH
BY LOCAL ORDINANCES AND STATE LAW TO VOTE IN THIS ELECTION.

I AM NOT DISQUALIFIED, AND HAVE NOT ALREADY VOTED IN THIS ELECTION.

SIGNED:

(NAME)

(ADDRESS)

WITNESSED _____

SAMPLE RETURN ENVELOPE AFFIDAVIT

STATE OF ALASKA)
)ss.

ABSENTEE BALLOT RETURN ENVELOPE UNITED STATES OF AMERICA)

I _____ state that: I am a resident of and a registered voter in the City of _____, Alaska and I hereby enclose my ballot.

(Signature of Voter)

(Residence address within City)

SUBSCRIBED and SWORN to before me, this _____ day of _____, 2_____. I hereby certify that the above-named affiant appeared before me, displayed to me an unmarked Absentee Ballot, marked that ballot in my presence and, without allowing me or any other person to see how the ballot was marked, enclosed and sealed said ballot in a ballot envelope, and then enclosed and sealed that ballot envelope in this return envelope, handed me this return envelope sealed, and signed the foregoing affidavit.

(Official's Signature)

(Title of Officer)

(SEAL)

NOTICE: After receiving the sealed envelope from the person taking your affidavit when voting outside the office of the City Clerk of the City of _____, you must immediately return it by mail, postage prepaid, to:

Office of the City Clerk
City of _____
P. O. Box _____
_____, Alaska 99_____.

Be sure to state on the outside of the envelope:

MARKED BALLOT ENCLOSED, TO BE OPENED ONLY BY ELECTION REVIEW
COMMITTEE.

SAMPLE BALLOT

AFTER MARKING BALLOT, FOLD BALLOT TO THIS LINE

CITY OF _____, ALASKA
REGULAR ELECTION OF _____ (DATE)

Mark your votes by making an "X" mark in the space next to each candidate or choice you wish to vote for. If you make a mistake or change your mind, DO NOT erase or cross out any mark you have made. Your vote cannot be counted if there is any erasure or correction. Instead, fold this ballot and give it back to the election judge or clerk. You will be given another ballot.

DO NOT vote for more than one person for each office or mark more than one choice for each proposition. If you do so, none of your votes for that office or proposition can be counted.

To vote for a person whose name is not printed on the ballot, write his or her name in the blank space below the list of candidates.

If you have any questions about how a ballot must be marked, ask the election judge from whom you got this ballot.

VOTE FOR NOT MORE THAN THE NUMBER OF SEATS AVAILABLE

[] CITY COUNCILMEMBER _____
[] SEAT __: THREE YEARS
[] (VOTE FOR ONE ONLY)
Write in: _____

[] CITY COUNCILMEMBER _____
[] SEAT __: THREE YEARS
[] (VOTE FOR ONE ONLY)
Write in: _____

[] CITY COUNCILMEMBER _____
[] SEAT __: THREE YEARS
[] (VOTE FOR ONE ONLY)
Write in: _____

PROPOSITIONS: _____

__ YES

__ NO

OFFICIAL BALLOT

Prepared by: _____
City Clerk

CERTIFICATE OF BALLOT RETURN

This is to certify that all ballots, tally sheets, all paper, and memoranda pertaining to the election have been replaced in the locked ballot boxes, and said ballot box with key have been returned to the City Clerk by two or more election judges.

Election judge

Election judge

Election judge

Signed and sworn to before me this _____ day of _____,

_____, at _____, Alaska.

City Clerk

TALLY SHEET

CITY OF _____, ALASKA

THE TALLY BELOW IS A TRUE AND ACCURATE RECORD OF ALL VOTES CAST IN THE _____ ELECTION
HELD IN THE CITY OF _____, ALASKA ON _____, 2 _____.

PART I: ELECTIVE OFFICES

CANDIDATE _____	<u>SEAT</u> _____
1. _____	VOTE TALLY _____
2. _____	VOTE TALLY _____
3. _____	VOTE TALLY _____
4. _____	VOTE TALLY _____

WRITE IN	VOTE TALLY	WRITE IN	VOTE TALLY
1. _____	_____	4. _____	_____
2. _____	_____	5. _____	_____
3. _____	_____	6. _____	_____

CANDIDATE _____	<u>SEAT</u> _____
1. _____	VOTE TALLY _____
2. _____	VOTE TALLY _____
3. _____	VOTE TALLY _____
4. _____	VOTE TALLY _____

WRITE IN	VOTE TALLY	WRITE IN	VOTE TALLY
1. _____	_____	4. _____	_____
2. _____	_____	5. _____	_____
3. _____	_____	6. _____	_____

CANDIDATE _____	<u>SEAT</u> _____
1. _____	VOTE TALLY _____
2. _____	VOTE TALLY _____
3. _____	VOTE TALLY _____
4. _____	VOTE TALLY _____

WRITE IN	VOTE TALLY	WRITE IN	VOTE TALLY
1. _____	_____	4. _____	_____
2. _____	_____	5. _____	_____
3. _____	_____	6. _____	_____

CANDIDATE	SEAT
1. _____	VOTE TALLY _____
2. _____	VOTE TALLY _____
3. _____	VOTE TALLY _____
4. _____	VOTE TALLY _____

WRITE IN	VOTE TALLY	WRITE IN	VOTE TALLY
1. _____	_____	4. _____	_____
2. _____	_____	5. _____	_____
3. _____	_____	6. _____	_____

PROPOSITIONS/QUESTION 1. _____

_____ **YES** _____ **NO** _____

PROPOSITIONS/QUESTION 2. _____

_____ **YES** _____ **NO** _____

PROPOSITIONS/QUESTION 3. _____

_____ **YES** _____ **NO** _____

Total Ballots Received From Elections Supervisor: _____

Total Regular Ballots Cast: _____

Total Questioned Ballots Cast: _____

Total Defective Ballots : _____

DATE AND TIME OF COUNT: _____

REPORT OF PRELIMINARY ELECTION RESULTS

CITY OF _____, ALASKA

The tally below is a true and accurate record of all regular votes cast in the _____ election held in the City of _____, Alaska on, 20 _____.

PART I: ELECTIVE OFFICES

OFFICE: CITY COUNCIL SEAT _____

CANDIDATE	VOTE
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

CANDIDATE	VOTE
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____

OFFICE: CITY COUNCIL SEAT _____

CANDIDATE	VOTE
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

CANDIDATE	VOTE
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____

OFFICE: CITY COUNCIL SEAT _____

CANDIDATE	VOTE
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

CANDIDATE	VOTE
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____

PART II: BALLOT PROPOSITIONS AND QUESTIONS

PROPOSITION:___ FOR _____ AGAINST _____

PROPOSITION:___ FOR _____ AGAINST _____

QUESTION:___ YES _____ NO _____

QUESTION:___ YES _____ NO _____

PART III: ACCOUNTING OF BALLOTS

Total Ballots Received From Election Supervisor: _____

Total Regular Ballots Cast: _____ **Total Questioned Ballots Cast:** _____

Total Ballots Returned to Clerk: Defective _____ Spoiled _____ Unused _____

Total _____ (total of all ballots cast and returned to the elections supervisor should equal total ballots received)

The tally of votes was completed between the hours of _____ p.m. and _____ p.m. on _____, 20_____.

Respectfully submitted, _____, Election Board Chairman

_____, Election Judge

_____, Election Judge

ATTEST:

_____,

City Clerk

Report of Preliminary Election Results

[City Seal]

CERTIFICATE OF ELECTION

City of _____, Alaska

THIS IS TO CERTIFY that on the _____ day of _____, 20____, _____ was elected to the office of
of the City of _____, Alaska, as confirmed by the City Council of the City of _____ upon completion of the final canvass of
ballots on the _____ day of _____, 20____

DATED at _____, Alaska this _____ day of _____, 20____.

Mayor

ATTEST:

City Clerk

[City
Seal]

CERTIFICATE OF ELECTION -- BALLOT PROPOSITION

City of _____, Alaska

THIS IS TO CERTIFY that on the _____ day of _____, 20____, the ballot proposition relating to _____, a true and correct copy of which is attached hereto, was approved by the voters of the City of _____ as confirmed by the City Council of the City of _____ upon completion of the final canvass of ballots on the _____ day of _____, 20____.

DATED at _____, Alaska this _____ day of _____, 20____ .

Mayor

ATTEST:

City Clerk

[City
Seal]

AFFIDAVIT OF ELECTION CONTEST

The undersigned believes that prohibited practices occurred at the _____ municipal election held on _____, 20____ at _____, Alaska.

The undersigned states that the following laws were violated.

The undersigned states that the above provisions of the law were violated in the following manner:

Signature of Person Contesting

Received Date & Time: _____

City Clerk: _____

[City Seal]